

PEMBINA COUNTY JOB DEVELOPMENT AUTHORITY

MEETING MINUTES

KodaBank, Cavalier

Tuesday, March 10, 2026

CALL TO ORDER

The meeting was called to order by Julie Kemnitz, Chairperson, Tuesday, March 10, 2026, at the Mountain Community Center, Mountain, ND at 10:016A.M.

Members Present- In-Person: Julie Kemnitz, Danielle Blair, Darin Otto, and Nathan Green.

Members Present – Virtually/Phone: Pat Hardy, Michael Cook, and Mary Houdek.

Others Present: Lisa Rotvold, Executive Director, CHDO; Lisa Watkins, Spark Build Project Manager; Lori Estad, Red River Regional Council, and Angelle French, Pembina County JDA.

MINUTES

Minutes from January 13, 2026, special meetings and February 18, 2026 meeting were mailed to members prior to the meeting. Otto moved to approve the minutes as presented; seconded by Blair, motion carried.

FINANCIAL REPORT

French reviewed the financial report ending February 2026.

French reviewed the budget report showing the PCJDA budget in line with the RRRRC contract.

Blair moved to approve the financial report, seconded by Otto; motion carried.

DIRECTORS REPORT

French reported on her directors' report. French reviewed the 2026 Goals: Economic Growth

- Community Vibrancy
- Workforce
- Housing

At each meeting French will report on the progress for each goal.

SPARK BUILD UPDATE

Lisa Rotvold and Lisa Watkins presented on the Spark Build project. Red River CHDO is partnering with rural communities that have suffered from stagnant housing markets. When there is no new construction, appraisals often come in low making it difficult to finance new construction. This is a problem that perpetuates itself. This "appraisal gap" negatively affects builders, buyers and leaders, and inhibits growth.

In 2024 Red River CHDO broke ground on four speculative new homes in Lakota and Larimore, ND. The homes sold quickly and proved out premises that there is pent up demand in small towns. Since then, the organization has continued to invest in rural communities by building and selling new homes. In 2025 we assisted Park river, Grafton, and Mandt on nine new homes, with five under contract by year end. In 2026 we will break ground in Hoople, Lakota, Larimore, and Michigan. We are also working with

Minto to identify suitable lots. Two new house plans will also be tested in Lakota and Larimore, one larger and one smaller.

Spark Build Homes are sold at appraised value. Buyers are responsible for lining up their own financing. Resources such as down payment assistance, reduced interest rates or loan guarantees may be available to qualified buyers through North Dakota Housing Finance Agency, UDA Rural Development, VA or FHA.

Committee meetings have been held in the City of Pembina discussing building in the Mobile Home park, Spark Build Homes and rental units.

Lisa Ann Watkins has been added to our staff to help with the Spark Build program and will be the lead contact.

NEW BUSINESS

FUNDING REQUEST

Storefront Improvement

Xperience Health & Fitness, located in Pembina, is requesting a Storefront Improvement Grant for \$5,000. The funds would be used to add two windows in the front of the building, new entrance door, updating the lighting to code, add signage, sheetrock, texture and paint.

Blair moved to approve the \$5,000 Storefront Improvement Grant, seconded by Otto; motion carried.

Bank of North Dakota Flex PACE loan – Xperience Health and Fitness

Xperience Health & Fitness is requesting a \$16,239 community share of a Bank of North Dakota Flex PACE loan to be used for long term financing. The financing is for the Pembina location. The lead bank for the project is KodaBank. French will follow up with the City of Pembina to share the cost of the community share.

Blair moved to approve up to \$16,239 community share Bank of North Dakota Flex PACE loan, with pay back at 2% over five year at the end of the BND loan, seconded by Hardy; motion carried.

Marketplace for Kids

Marketplace for Kids is requesting a \$3,000 sponsorship. This will help with the cost of supplies for the program. This program is a collaborative effort between parents, schools, organizations and businesses to give children, grades 3 – 8 entrepreneurial knowledge, career exploration opportunities, and financial preparation in the States of North Dakota and Montana.

Green moved to approve a \$3,000 sponsorship for Marketplace for Kids, seconded by Otto; motion carried.

Manufacturing Day

Aligned with the national celebration of modern manufacturing, the annual Pembina-Walsh Manufacturing Day is an opportunity for area 7th grade students to get an up-close look at modern manufacturing by touring local companies and learning about career opportunities close to home.

In the past grant funds were received from Impact Dakota to help pay for event. Impact Dakota has gone out of business. To move forward with the program Walsh and Pembina JDA's are each putting in

\$1,000 and still applying for grants.

Otto moved to approve moving \$500 from miscellaneous line item in the budget go allow for \$1,000 for Manufacturing Day, seconded by Otto; motion carried.

RURAL HEALTH TRANSFORAMTION

North Dakota’s rural health system is under threat from workforce shortages, financially fragile facilities, widening outcome gaps for Tribal and frontier communities, and fragmental data and technology that block innovation. Our RHTP is a five-year statewide roadmap to strengthen stable rural workforce, bring high quality health care close to home, connect tech, data and confronts immediate threats to rural health while building lasting sustainability.

Use of North Dakota Funds:

- Strengthen and Stabilize Rural Health Workforce
- Make North Dakota Healthy Again
- Bring High-quality Health Care Closer to Home
- Connect Tech, Data and Providers for a Stronger ND

OLD BUSINESS

Print Annual Reports

Discussion was on the 2025 PCJDA Annual Report distribution. In the past the report has been professionally printed and mailed by Morgan Printing. It was discussed to have the report emailed out. This could cause the report to go to people’s spam accounts or don’t have emails. After discussion is was decided to post the report on the website, email, and send it to city auditors to share with council members.

Update on Wentworth Ag PACE Loan

Wentworth is a Canadian business that has chosen Walhalla as its first US based location. Wentworth Ag designs, sells, assembles, and constructs custom grain handling systems. The Bank of North Dakota will accept the city tax exemption as the community share. The PCJDA will not need to use any funds for community share.

OTHER BUSINESS

Suggestions for Township Officers

French stated there are two open seats on the board for Township Officers. If anyone knows of a person to serve on the PCJDA please forward to French.

Hardy stated the PCJDA should put signs up at businesses that use PCJDA funding for more public awareness. A list of all funding should be on the sign.

ADJOURN

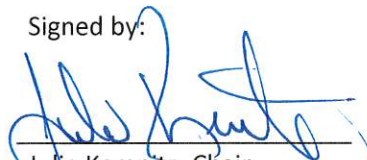
There being no more business, the meeting was adjourned at 12:05 p.m.

Submitted by:



 Lori A. Estad, RRRC, Office Manager

Signed by:



 Julie Kemnitz, Chair